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Office Memorandum **CONFIDENTIAL** UNITED STATES GOVERNMENT

TO : Deputy Assistant Director for Operations

DATE: 11 June 1951

FROM : Comptroller

SUBJECT: Office of Operations T/O Increases for 1952

1. I have reviewed your memorandum relative to T/O increases for fiscal year 1952 and regret that due to the misunderstanding my office was not aware of the additional requirements so that they could be reflected in the amended 1952 budget estimate.

2. Whenever requests for the increases in T/O as outlined in References b, c and d are deemed necessary and proper justification is submitted you may be assured that careful consideration will be given to the request and that every effort will be made to obtain the necessary funds in order to provide adequately for the operation of the various programs of your office.

3. It is noted in the memorandum to you from the Chief, Contact Division, dated 10 May 1951, that certain additional positions are proposed for the headquarters staff. In this connection it should be called to your attention that the Budget Bureau allowances for 1952 provided a reduction of [] positions from the request pointing out that the proposed increase of [] positions at headquarters was disproportionate to the request [] and appeared to reflect excessive specialization. In the light of this specific action by the Budget Bureau on the 1952 request, there would, of course, have to be an especially strong justification for any increases that might be proposed in the headquarters staff of the Contact Division. No action will be taken to actually make the reduction effected by the Bureau of the Budget until a thorough study is made by the Management Staff.

4. As you are probably aware the Director was quite alarmed over the great expansion of the Agency's personnel requirements since he assumed office as Director. As a result some drastic reductions were effected in the estimated personnel requirements of the Agency for fiscal year 1952. Under these circumstances it behooves all of us to review requests for additional personnel very carefully and allow only those that are absolutely essential to accomplish the assigned mission in an efficient manner.

5. I know that you will join me in taking any further steps that may be necessary to achieve appropriate liaison between our staffs to assure that adequate provision for your requirements is made in future budget submissions.

signed

CONFIDENTIAL R. SAUNDERS**SECRET**25X1
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